

31 AUG 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Nonstandard Work Schedules - DD/S&T Duty Office

REFERENCE : a. Memo for Ex Dir-Compt from D/Pers dtd 21 Dec 71;  
Subject: Nonstandard Work Schedule

b. [REDACTED] Hours of Work

1. Action Requested: The attached request from the DD/S&T to establish a nonstandard workweek is transmitted to you for your approval.

2. Basic Data or Background:

a. The DD/S&T desires to establish a 24-hour watch in conjunction with the CIA Operations Center to monitor activities of interest to the Directorate. The initial complement will consist of four officers - two GS-14's, one GS-13, and one GS-12. These officers will work a normal 3-day, 12-hour shift each week, plus an 8-hour Sunday shift every other week. This will equal out to 80 hours per man per pay period. See sample schedule attached. (Attachment A) The relief shifts (R-Shifts) shown in Attachment A will be manned by employees of the various Directorate components on a volunteer basis. The workweek for the volunteers will not exceed 40 hours, thus not requiring overtime pay. However, premium pay will be authorized for the Sunday tour of duty.

b. This proposal will permit the Directorate, for the first time, to have adequate representation in the CIA Operations Center for the monitoring and dissemination of all-source traffic of interest to the Directorate. It will further ensure greater coordination of activities with the FMSAC Operations Center.

c. The following guidelines will govern leave and pay accounting under the schedule. They are in accordance with paragraphs 10 and 11 of the referent memorandum.

(1) Employees at the GS-11 and below level would be paid overtime for work in excess of 80 hours in a two-week, 80-hour pay period.

**SECRET**

(2) Employees GS-12 through GS-14 may receive overtime payments for directed overtime worked in excess of 96 hours in a two-week, 80-hour pay period.

(3) Employees entitled to Sunday, holiday, or night differential pay would receive such pay, when appropriate, for hours worked not in excess of 12 within a regularly scheduled workday.

(4) Annual and sick leave will be charged according to leave taken against the employee's established work schedule.

(5) Otherwise the provisions of [REDACTED] would remain unchanged and would pertain to the irregular work schedules.

25X1A

3. Staff Position: The proposal appears to be sound and is in accordance with Agency policy pertaining to nonstandard work schedules. The DD/S&T is not asking for an increase in ceiling to cover the establishment of the new positions involved. The establishment of the positions may result in a slight increase in the Directorate average grade.

4. Recommendation: I recommend that you approve the establishment of the schedules as reflected in Attachment A.

25X1A

[REDACTED]  
JOHN F. BLAKE  
Director of Personnel

Att

25X1A

APPROVED :

17 SEPT 73  
Date

DISAPPROVED:

\_\_\_\_\_  
Date

Distribution:

Orig - Adse (Return to D/Pers)  
2 - DD/M&S  
2 - D/Pers  
1 - OP/PMCD  
2 - DD/S&T

**SECRET**

S E C R E T

PERS 73-3987

DD/S&T-2565-73

22 August 1973

MEMORANDUM FOR: Deputy Director for Management and Services  
THROUGH: Director of Personnel  
SUBJECT: Request for Approval of a Nonstandard Basic Workweek  
for the DD/S&T Component in the CIA Operations Center

1. This memorandum contains a request for the approval of the Deputy Director for Management and Services of a nonstandard basic workweek for the DD/S&T component in the CIA Operations Center. It is submitted in compliance with [REDACTED] as revised on 24 May 1973. The specific request is contained in paragraph 5.

25X1A

2. In conjunction with the expanded role of the CIA Operations Center, the DD/S&T has assigned duty officers there to monitor Agency activities of interest to the Directorate. We are attempting to begin a 24-hour operation with the first pay period in September. The initial complement will consist of two GS-14's, one GS-13, and one GS-12. These officers will be working nominal 12-hour shifts patterned after those used in the FMSAC Operations Center. A sample schedule is attached. (Attachment A.)

3. You will recall that the revised [REDACTED] (Attachment B) is a direct result of the FMSAC schedule which was started experimentally in March 1971 and has since been adopted as standard. Although initially there is to be only one man per shift, the reasons for selecting the 12-hour schedule are generally the same as those used by FMSAC. These were presented in a memorandum of 21 December 1971 (Executive Registry No. 71-6416--Attachment C) from the Director of Personnel to the Executive Director-Comptroller. An additional reason for selecting this schedule is that FMSAC works with the largest data base accessible to our Operations Center component and we want to work out a regular team relationship between the personnel in these two centers. This will help to make the efforts of the two centers complementary rather than duplicative.

25X1A

S E C R E T


CI by 170374  
IMPDET

SUBJECT: Request for Approval of a Nonstandard Basic Workweek for the  
DD/S&T Component in the CIA Operations Center

4. As an interim measure, because of the short timeframe involved, we propose to use the same guidelines passed to FMSAC for preparation of Time and Attendance reports. These were given to FMSAC in memorandum form on 25 April 1972 by the Chief of the Domestic Payroll Operations Branch. (Attachment D.)

5. Because of the numerous advantages offered, it is requested that approval be granted for a 12-hour shift schedule for the DD/S&T component assigned to the CIA Operations Center.

25X1A

  
Carl E. Duckett  
Deputy Director  
for  
Science and Technology

Attachments:  
As stated above

CONCURRENCE:

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

APPROVAL:

\_\_\_\_\_  
Deputy Director for Management & Support

\_\_\_\_\_  
Date

STATINTL

Approved For Release 2002/01/08 : CIA-RDP83-01004R000200030004-6

Approved For Release 2002/01/08 : CIA-RDP83-01004R000200030004-6